Mandatory Training for all Residents and Students
Instructions

To access the mandatory course entitled:

  General Employee Privacy Awareness
  VA Information Security Awareness

This training may be accessed anywhere Internet capability is provided (Home or school):   Please go to the following web address: *(be sure to type it exactly as shown below as it is case sensitive)*
https://www.ees-learning.net

Select: **First Time User**
What type of user are you? Select: **VA Other**
Type in your First Name; Middle Name; Last Name in appropriate boxes
Select your Occupation: **Other**
Select your Facility: **VHA**
Create your Username (minimum 8 characters):_____
Create your Password (minimum 8 characters):_____
Type in your password again to verify it is correct**:**_____
After you have successfully created your username and password go back to main page and sign in.

1) You should now be at the **"My Courses"** section. Select from the far left column, **"Available Courses"** then in the Keyword box please type **"VA Information Security Awareness"** then click "**search**" *(Do not use the Enter key)*. To the right of the course name, click on "**Sign Me Up**". You will then be sent back to "My Courses".

2) Select from the far left column, **"Available Courses"** then in the Keyword box please type **"General Employee Privacy Awareness"** then click "**search**" *(Do not use the Enter key)*. To the right of the course name, click on "**Sign Me Up**". ***Do not select the PDF File version of this training as you will not receive proper credit for this selection***. You will then be sent back to "My Courses".

3) To begin the first course, please click on **VA Information Security Awareness**. If prompted for display mode, choose "**Standard Version**". After completing this course, please print your training certificate.

4) To begin the second course, please go back to "Available Courses" section and select "**General Employee Privacy Awareness**" course. After completing this course, please print your training certificate.

5) **Bring both training certificates to orientation!** *You may not begin your rotation without completing both of these training courses and turning in your certificates.*

> Problems with this website - please email eeslibrixhelp@lrn.va.gov
> or call 1-866-496-0463.